

Department of Rehabilitation Services (formerly CDHI)
Interpreter Coordinator

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THE PAGE!](#)

Open To: Public
Location: 67 Prospect Street, 3rd Floor, Hartford, CT 06106
Job Posting No: 34867
Hours: 8 hour days; 40 hour workweek; Full Time – Monday through Friday
Salary: MP58/ Salary begins at: \$ 60,416
Closing Date: **November 25, 2012**

The preferred candidate will possess: Superior interpersonal and customer service skills to include excellent oral and written communication skills, strong supervisory skills, and proficient computer literacy in Microsoft Access, Excel, and Word software programs.

PURPOSE OF CLASS: In the Commission on the Deaf and Hearing Impaired, this class is accountable for serving as official interpreter, administering statewide interpreter services for deaf and hearing impaired residents of Connecticut and coordinating and assisting in the planning of training and retraining workshops for such interpreters.

SUPERVISION EXERCISED: May supervise technical and clerical employees.

EXAMPLES OF DUTIES: Serves as official interpreter to the commission at all business meetings, hearings and special sessions and to the Executive Board and Executive Director of the commission in their relations with the Governor, General Assembly, the public, local and state agencies and organizations; coordinates on a statewide basis interpreter services for all deaf and hearing impaired residents to meet provisions of Section 17-137 of General Statutes and provide a more effective use of interpreters for such residents; coordinates and assists in planning of periodic training and retraining workshops for improvement of qualified interpreters to advance professional and ethical standards for such interpreters in accordance with primary aim of NRID; maintains close liaison with deaf and hearing impaired residents through their state and local organizations to better evaluate need for interpreter services on a statewide basis; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of all forms of interpreting for the deaf and hearing impaired; familiarity with National Registry of Interpreters for the Deaf (NRID) Code of Ethics; considerable ability to establish and maintain harmonious relations with those contacted in the work; ability to plan, coordinate and maintain an effective statewide interpreter service for the deaf and hearing impaired.

EXPERIENCE AND TRAINING: Experience as an interpreter in a variety of situations involving the deaf and hearing impaired.

SPECIAL REQUIREMENT: Incumbents in this class must possess the Comprehensive Skills Certificate (CSC) awarded by the NRID or its equivalent. Or may possess the Certificate of Transliteration and Certificate of Interpretation (CT, CI) or National Interpreting Certificate (NIC).

Note: Non-Examined refers to Section 5-219 of the Connecticut General Statutes which permits appointment of candidates to competitive positions without formal examination when a professional license, professional degree, accreditation or certificate is a mandatory requirement for appointment to a class.

APPLICATION INSTRUCTIONS: Interested and qualified candidates who meet the above experience and training requirements should submit a cover letter that describes your interest and suitability for the position, resume, a copy of your certification(s), and application for Examination or Employment (Form CT-HR-12 at <http://www.das.state.ct.us/cr1.aspx?page=13>) to:

Deborah Craig, Human Resources Specialist
Department of Administrative Services, Small Agency Resource Team – SmART Unit
165 Capitol Avenue, 5th Floor East
Hartford, Connecticut 06106
Confidential Fax: (860) 622-4921 (preferred method of submission)

Incomplete, blank, or late applications will not be considered. If faxing your application package, do not mail the original. Duplicates are not necessary.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.